

**Meeting Summary**  
**Functional Area: Administer Infrastructure**

**Meeting: Workshop – Administer Infrastructure**

**Date: 11/28/2007**

**Location: Room 505**

**Meeting called by: Nancy Saunders**



**Attendees:** Chuck Wandling, Mike DePhillip, Will Burke, Jamie Habecker, Cindy Sussan, Nancy Saunders

**Session Goal:**

To have a good first cut at the scenarios in each of our process areas.

**Summary**

- Nancy reported that she and Tully met with Dave Burhop to discuss the Infrastructure Services statement of purpose and timeline. He was amenable to both, and will support Tully and Nancy when the proposal goes to the Executive Oversight Committee. Realizing the transformation of DMV is a process, Administer Infrastructure's (IS's) resourcing needs will be balanced with the needs of the current system to be supported. Some projects in the portfolio will be moving beyond the RFP phase in January, which will require resources to be allocated to them; however resources will be in place with CSI/AI for the Design Forum.

The Architecture Approval provision has been added to the Executive Summary and Project Worksheet. This will ensure that the Architecture Team will be engaged in projects, and that the Enterprise architecture will support initiatives.

- We identified additional Subject Matter Experts for the modules/packages. Nancy will arrange for each SME to attend as the schedule unfolds. Next week we will begin Business Partnership Management with Ron Giddings (current state AITR). Later in the process we will call in external reps (VITA, NG), after we have laid the groundwork for services. Some of the SMEs identified were Regina Mann (PMO) Glenn Cook, the new ISO, Dave Burhop, Lana Shelley, Don Rybarczyk, Matt Ely, Todd Froggatt, Pam Schwartz, Jim Cieslak, on-site VITA reps. Additionally, it might be helpful if we could identify someone with organizational policy knowledge to participate.
- Regarding Clarity and the Portfolio: Nancy indicated that Karen Chappell has charged Assistant Commissioners and their directors to define the Portfolio Process. Nancy is on that team as well and she will keep AI abreast of what's going on.
- We tabled the discussion about Data Integrity, since it is a candidate for a shared process. Jamie and Cindy will consult with Peter Carr for the roadmap for process controls to support DMV's data quality strategy, and then distribute the information. Also, the Create/Maintain Web Content scenarios were tabled for a discussion at the next session.
- We reviewed the AI packages and their scenarios, deleting any that were tasks mislabeled as processes, and indicating any that need to be moved to From Elsewhere in another area, or within AI. Nancy will ask the SSG staff members below to take a stab at the "as is" scenarios below. Jamie and Cindy will review them before moving the processes to another area. The scenarios, specialists and "owners" identified were:
  - Create and Maintain System Tables – Betty Mattice -- Individual Business Areas
  - E-liens – Betty Mattice -- Credentialing
  - Manage Special ID Requests – Gayle Reese -- Credentialing
  - VASAP/Ignition Interlock – Jackie Gardner -- Sanctioning
  - Prepare Ad Hoc Reports Requirements – Nancy Saunders – Business Intelligence
  - Driver Monitoring Oversight – Angela Pipia – Business Intelligence
  - Imposter Records – Gayle Reese - Credentialing

- System tables - procedures in creating and updating – Betty Mattice –Business Intelligence
- Download of Oracle tables into the Internet, Intranet and Extranet.-Betty Mattice- Business Intelligence
- Process Daily Requests – Helen Bowles, Angela Pipia -- Business Intelligence
- Tabled until the entire team can discuss -- Change Management, Process Management, Configuration Management as it pertains to this work stream. We are working on the various processes to make clarify and reduce any possible double meaning that ambiguous descriptions might produce.

**Plans for Next Work Session**

- Document the scenarios for Business Partnership Management
- Create/Maintain Web Content discussion
- Continue review of Domain packages, defining scenarios and requirements